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MEMORANDUM FOR:

SUBJECT : Information for Personnel Overseas
Having the Career Designation "CD:SE"

1. In accordance with the Career Service Program of KUBARK, there have been established a number of Career Service Boards. Each board reviews the rotation, training, advancement, and assignment plans for each employee who is identified by the career designation of that board.

2. As you may know, you have been given a career designation of CD:SE, and the Career Service Board of the KUSODA Office will be primarily responsible for planning and accomplishing your career development. At the present time the KUBARK Career Service Board on behalf of the KUSODA Office is actively engaged in developing special rotation programs, recommending training for its various officers, planning immediate and long-range assignments, and in other ways developing the personnel of this Office having our career designation. The purposes of this is the furtherance of the career service program and to meet the present and anticipated requirements of KUSODA in its various fields of activity. The KUSODA Board is composed of senior officials from various components of KUSODA and their recommendations in the furtherance of this program are submitted to me for approval. The careers of our officers are being developed on an Agency-wide basis in conformity with KUSODA requirements.

3. As one of our career officers serving overseas, you, as the others, are the subject of special consideration by our Board. As presently planned, a number of months before you are scheduled to return to Headquarters upon completion of your normal tour of duty, the Board will direct a concentrated effort to select as your next assignment a position which makes maximum use of your experience and qualifications which will promote your career development and further the efforts of the KUSODA Office.

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Your own wishes and career interests will be considered in each instance when such an assignment is planned and you will be notified, if at all possible, of your next assignment prior to your return to Headquarters.

4. I wish to express my appreciation and that of the entire office for your wholehearted efforts in fulfilling the KUSODA responsibilities assigned to you and to give you assurance of our intention of providing you with every opportunity to further your career with this organization. We will keep you informed of the plans and activities under the career program which are of definite interest and have a bearing on your future career.

Sheffield Edwards
Director of KUSODA

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